

BEST PRACTICE: Make your financial data accessible to financial data vendors. Save as “.PDF”



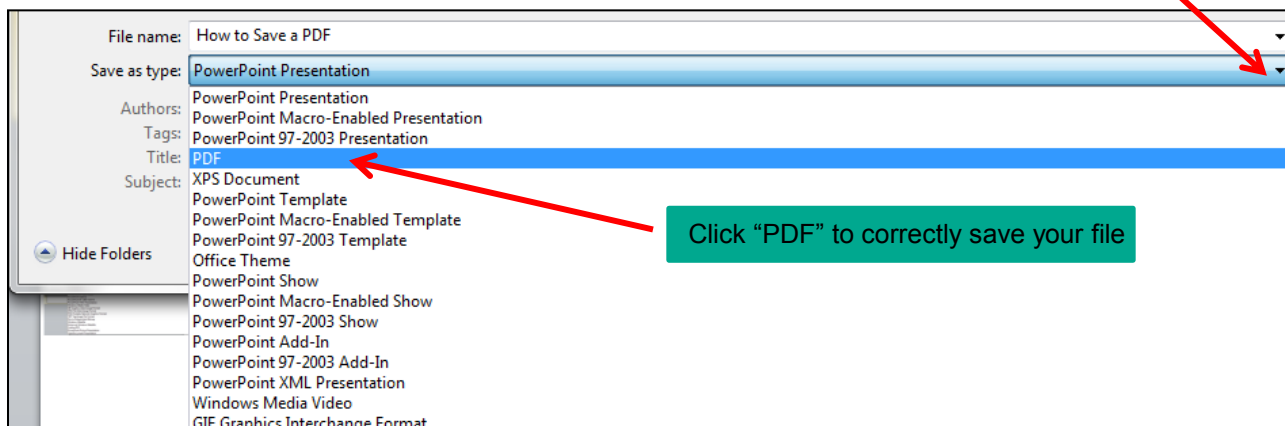
OTCIQ offers access to a host of premier services for OTC traded companies to communicate with investors, manage company information, gain insight into the trading of their stock, and better understand their state-by-state Blue Sky compliance requirements. Convenient and user-friendly, OTCIQ is designed to help build a better marketplace for you and your investors. See below for one of our best practice tips.

How to Save a PDF

As part of our service to our OTCIQ subscribers, we facilitate easy access of a company's financial information to financial data providers. Your financial data must be uploaded to OTCIQ correctly in order for it to be disseminated accurately. Do not create a “PDF” by scanning your financial statement. Follow these easy steps to ensure your financial data is displayed correctly on www.otcmarkets.com, as well as on our financial data feeds.

1. From your original financial statement (typically in “Excel” or “Word”), go to “File”
2. Click “Save As”
3. When the “Save As” Window pops up, scroll down and click “Save as type” (see below)
4. Find option “PDF”
5. Save as “PDF”
6. Upload to www.OTCIQ.com

Click here to see “save type” options



USEFUL TIPS:

- Do not create a “PDF” by scanning your document. It will not upload correctly and will not be accessible to financial data providers
- Do not encrypt your “PDF” with a password

To learn more about the services offered on OTCIQ, visit www.OTCIQ.com or contact Issuer Services at issuers@otcmarkets.com or (212) 896-4420